

Job Opportunity Bulletin

Post Date: October 12, 2015

OFFICE TECHNICIAN (TYPING)

Salary Range: \$2,809 - \$3,515
Permanent, Full-Time

FINAL FILING DATE: OCTOBER 27, 2015

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

The California Department of Developmental Services (DDS) has an outstanding opportunity for a strong candidate seeking a position as an Office Technician (Typing) in the Regional Center Branch of the Community Services Division.

The incumbent provides specialized and general clerical support to the Branch Manager, Appeals, Complaints and Projects Section (ACPS) and overall technical support to the Branch.

For complete duties, please see duty statement on the following page

Please refer to:

Position #473-212-1139-101

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Strong clerical skills.
- ❖ Organized and detail-oriented.
- ❖ Ability to be flexible with various assignments.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

All applicants will be considered; however, Re-employment/ SROA/Surplus will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and position **#473-212-1139-101** on your application.

Please also attach a copy of your typing certificate. To obtain a typing certificate, please go to: <http://jobs.ca.gov/Job/TypingCertification>

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784

Email: claudia.lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

DEPARTMENT OF DEVELOPMENTAL SERVICES COMMUNITY SERVICES DIVISION MONITORING AND FAMILY SERVICES BRANCH

DUTY STATEMENT

JOB TITLE: Office Technician (Typing)

POSITION #: 473-212-1139-101

POSITION DESCRIPTION: Under the general supervision of the Manager, Regional Center Branch, the Office Technician (OT) will provide specialized and general clerical support to the Branch Manager and technical support to the Branch.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to the Manager of the Regional Center Branch.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Format, edit and type: correspondence, reports, presentations and other written documents to ensure conformity with the Department's *Written Communications Manual*.
- 30% Provide telephone coverage for the Branch. Prepare travel arrangements, prepare travel reimbursement forms and maintain a log of travel activity and claims. Maintain contact lists and distribution lists for Oasis and Outlook. Order supplies for Branch staff and maintain office equipment.
- 15% Track assignments to ensure deadlines are met. Manage both electronic and hard-copy files, records and assignment log system.

Marginal Job Functions:

- 10% Maintain Branch Outlook calendar, schedule and prepare meeting packages, organize meetings with both Department and external participants. Maintain personnel files for Regional Center Branch staff, initiate and prepare monthly timesheets and coordinate time reporting with Personnel.
- 10% Assist Division secretary with various administrative support duties such as preparing correspondence, reports, memorandum, telephone coverage, mail distribution, and back-up support, as required.

JOB TITLE: Office Technician (Typing)

POSITION #: 473-212-1139-101

WORKING CONDITIONS: Job is performed in an open-spaced partitioned office. Typically, work hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Job requires sitting for extended periods of time while working on a personal computer 75 percent of total office time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Microsoft Office Suite, Microsoft Word, Windows, Excel, and PowerPoint; modern office methods, supplies and equipment; and business English and correspondence.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetic computations; operate various office machines; follow oral and written directions; evaluate multiple situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; establish and maintain effective working relations with others; apply specific laws, rules, and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance; and type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

CERTIFICATION OR LICENSE: Typing certification with passing score of 40.